





|  |  |   |                                  |   |                |
|--|--|---|----------------------------------|---|----------------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>  |  | <b>1. DUTY LOCATION</b><br>San Francisco, California  |                                  | <b>2. POSITION NUMBER</b><br>00010753   |                |
| <b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position   |  |   |                                  |   |                |
|  | <b>b. Title</b>  | <b>c. Pay Plan</b>  | <b>d. Series</b>                 | <b>e. Grade</b>   | <b>f. CLC</b>  |
| <b>Official Allocation</b>   | Environmental Engineer   | GS  | 0819                             | 13  |                |
| <b>4. Supervisor's Recommendation</b>  |  |   |                                  |   |                |
| <b>5. ORGANIZATIONAL TITLE OF POSITION</b> (if any)  |  | <b>6. NAME OF EMPLOYEE</b><br>Jones, Nancy Sockabasin   |                                  |   |                |
| <b>7. ORGANIZATION</b> (Give complete organizational breakdown)  |  | <b>e. Tribal Water Section</b>  |                                  |   |                |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY  |  | f.  |                                  |   |                |
| b. Region 9  |  | g.  |                                  |   |                |
| c. Water Division  |  | h. Employing Office Location San Francisco, CA  |                                  |   |                |
| d. Tribal and State Assistance Branch  |  | i. Organization Code<br><i>VABD0000</i>   |                                  |   |                |
| <b>8. SUPERVISORY STATUS</b><br><input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.<br><input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.<br><input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).<br><input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.<br><b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.<br><input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. |  |   |                                  |   |                |
| <b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.  |  |   |                                  |   |                |
| <b>a. Typed Name and Title of Immediate Supervisor</b><br>Chief, Tribal Water Section  |  | <b>d. Typed Name and Title of Second-Level Supervisor</b><br>Michael M. Montgomery, Assistant Director, Water Division  |                                  |   |                |
| <b>b. Signature</b><br>   |  | <b>c. Date</b><br>7/31/2014   |                                  | <b>e. Signature</b><br>   |                |
|  |  |   |                                  | <b>f. Date</b><br>7/31/2014   |                |
| <b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.   |  |   |                                  |   |                |
| <b>a. Promotion Potential</b><br><input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____   |  |   |                                  |   |                |
| <b>b. PSB Risk Designation</b><br><input type="checkbox"/> 1 Low<br><input type="checkbox"/> 2 Moderate<br><input type="checkbox"/> 3 High<br>Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No  |  | <b>c. Financial Disclosure Form</b><br><input type="checkbox"/> OGE-450 Required<br><input type="checkbox"/> OGE-278 Required<br><input type="checkbox"/> No financial disclosure forms required  |                                  | <b>d. "Identical, Additional" (IA) Allocation</b> This position<br><input type="checkbox"/> may be IA'ed<br><input type="checkbox"/> may not be IA'ed<br><input type="checkbox"/> is limited to current incumbent |                |
|  |  | <b>e. FLSA Determination</b><br><input type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT*<br>(*check exemption category)<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Professional <input type="checkbox"/> Executive |                                  | <b>f. Functional Classification Code</b>  |                |
| <b>g. Bargaining Unit Code</b>   | <b>h. Check, if applicable:</b><br><input type="checkbox"/> Medical Monitoring Required<br><input type="checkbox"/> Extramural Resources Management Duties (____ % of time)<br><input type="checkbox"/> This position is subject to random drug testing (____) |   | <b>i. Classifier's Signature</b> |   | <b>j. Date</b> |
| <b>11. REMARKS</b><br><div style="text-align: center;">         Due to Reorganization<br/>         Previously Classified<br/>         New Coversheet Only<br/>         Due to Reorganization       </div>  |  |   |                                  |   |                |

|   |                        |  |   |  |                           |
|---|------------------------|--|---|--|---------------------------|
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| <b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position  |                        |  |   |  |                           |
|   | <b>b. Title</b>        | <b>c. Pay Plan</b>   | <b>d. Series</b>  | <b>e. Grade</b>  | <b>f. CLC</b>             |
| <b>Official Allocation</b>  |                        |  |   |  |                           |
| <b>4. Supervisor's Recommendation</b>   | Environmental Engineer | GS   | 0819  | 13   |                           |
| <b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>   |                        |  | <b>6. NAME OF EMPLOYEE</b><br>Nancy Sockabasin Jones  |  |                           |
| <b>7. ORGANIZATION (Give complete organizational breakdown)</b>   |                        |  | <b>e.</b>   |  |                           |
| <b>a. U.S. ENVIRONMENTAL PROTECTION AGENCY</b>  |                        |  | <b>f.</b>   |  |                           |
| <b>b. Region 9</b>  |                        |  | <b>g.</b>   |  |                           |
| <b>c. Water Division</b>  |                        |  | <b>h. Employing Office Location</b><br>San Francisco, California  |  |                           |
| <b>d Tribal Office</b>  |                        |  | <b>i. Organization Code</b><br>90921000      Dept. 0000003714   |  |                           |
| <b>8. SUPERVISORY STATUS</b>  |                        |  |   |  |                           |
| <input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.  |                        |  |   |  |                           |
| <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.  |                        |  |   |  |                           |
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| <input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.  |                        |  |   |  |                           |
| <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.  |                        |  |   |  |                           |
| <b>XX [8] All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.   |                        |  |   |  |                           |
| <b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. |                        |  |   |  |                           |
| <b>a. Typed Name and Title of Immediate Supervisor</b><br>Kristin Gullatt, Manager, Tribal Office   |                        |  | <b>d. Typed Name and Title of Second-Level Supervisor</b><br>John Kemmerer, Acting Director, Water Division |  |                           |
| <b>b. Signature</b><br>  |                        | <b>c. Date</b><br>4/24/2013  | <b>e. Signature</b><br> |  | <b>f. Date</b><br>4/24/13 |
| <b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.  |                        |  |   |  |                           |
| <b>a. Promotion Potential</b>   |                        |  |   |  |                           |
| <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:   |                        |  |   |  |                           |
| <b>b. PSB Risk Designation</b>  |                        | <b>c. Financial Disclosure Form</b>  |   | <b>d. "Identical, Additional" (IA) Allocation</b>  |                           |
| <input type="checkbox"/> 01 Low<br><input checked="" type="checkbox"/> 02 Moderate<br><input type="checkbox"/> 03 High<br>Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No   |                        | <input type="checkbox"/> OGE-450 Required<br><input checked="" type="checkbox"/> OGE-278 Required<br><input type="checkbox"/> No financial disclosure forms required   |   | <input type="checkbox"/> This position may be IA'ed<br><input type="checkbox"/> may not be IA'ed<br><input type="checkbox"/> is limited to current incumbent   |                           |
|   |                        |  |   | <b>e. FLSA Determination</b>   |                           |
|   |                        |  |   | <input type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT*<br>(*check exemption category)<br><input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive |                           |
| <b>g. Bargaining Unit Code</b>  |                        | <b>h. Check, if applicable:</b>  |   | <b>i. Classifier's Signature</b>   |                           |
|   |                        | <input type="checkbox"/> Medical Monitoring Required<br><input type="checkbox"/> Extramural Resources Management Duties ( ____ % of time)<br><input type="checkbox"/> This position is subject to random drug testing ( ____ ) |   |  |                           |
|   |                        |  |   | <b>j. Date</b>   |                           |
| <b>11. REMARKS</b>  |                        |  |   |  |                           |

**ENVIRONMENTAL ENGINEER  
SERIES/GRADE: GS-819-13**

**INTRODUCTION:**

Incumbent serves as a senior Environmental Engineer in the Tribal Office in the EPA, Region 9 Water Division. The Tribal Office is responsible for a variety of functions, including: lead for assisting tribes develop CWA programs and managing over 200 tribal grants through the Clean Water Act (CWA) Sections 106, 319, 104(b) (3), 518 and overseeing over 350 tribal water infrastructure projects. The Office also serves as lead for numerous program areas for tribes including water quality monitoring, data assessment and analysis, documenting environmental results, non-point source implementation, wetlands protection, watershed planning, and the program authorization for water quality standards and certification programs for tribes. In addition, the Office manages a substantial amount of complex large dollar special appropriation grants. The Office is staffed with Environmental Protection Specialists with project management and financial experience to handle the substantial volume of grants and Interagency Agreements, the oversight of Federal funds awarded to grantees, and complex financial issues related to special appropriation grants and tribal grants. In addition, the Office has several Environmental/Life Scientists and Engineers with experience in water quality, program development, implementation, monitoring, data assessment and analysis, documenting water quality results, implementing measures to protect water quality and water/wastewater infrastructure.

**POSITION DESCRIPTION:**

This position encompasses a variety of duties which reflect the various areas of responsibilities for the Office in general. The incumbent will serve as senior Environmental Engineer assisting tribes develop water quality protection programs for both surface water and groundwater. The incumbent will assist tribes implement their water quality monitoring program, help identify water quality problems and set program goals and objectives to address problems. In addition, the incumbent will provide tribes direction and expert advice on developing water quality monitoring, data management, and data assessment, data analysis programs and documenting environmental results and water quality improvements based on data collected by the tribe or other sources. The incumbent will manage and oversee water/wastewater infrastructure projects for tribal governments in partnership with Indian Health Services. In addition, the incumbent will manage a multitude of complex, technically difficult, and/or politically sensitive tribal, special appropriation, and water infrastructure programs and grants. The incumbent works with a high degree of independence in representing the EPA, and is responsible for maintaining effective relationships with tribal state and local governments, elected officials and community leaders.

As an expert in working with tribal governments and water quality protection, the incumbent will provide regional and national leadership and direction on CWA core programs, including water quality protection, monitoring and assessment, non-point source pollution controls, water quality standards, watershed planning and management and water/wastewater

infrastructure projects. The incumbent will lead, direct, coordinate, manage and provide sound advice to tribes on implementing tribal water quality monitoring programs at the Regional level, determine funding priorities and opportunities on behalf of the Region with the national program manager. The incumbent will also provide leadership and direction to the national program managers on implementation of CWA programs and water quality data analysis and assessment programs in Indian country. The incumbent will design and implement water quality monitoring outreach and education efforts and materials both at a regional level and HQs. The incumbent will coordinate and share CWA program priorities, challenges, accomplishments and successes with other Regional Offices, EPA HQ, and federal, state and local agencies. The incumbent will also provide sound advice, guidance and influence national policy as it relates to tribal water quality programs, and specifically the monitoring, data management, and data assessment and analysis. The incumbent will assist tribes leverage technical assistance and funding from other federal, state and local sources to support tribal water quality monitoring, assessment, analysis, watershed protection projects, and water/wastewater infrastructure projects.

The incumbent provides well thought-out recommendations and advice for the water quality programs to internal and external staff and senior managers. The incumbent is sought for reliable expert advice, including troubleshooting programmatic issues at a national and regional level. In addition, the incumbent serves as a senior project officer for multiple complex earmark, infrastructure and tribal grants, and Interagency Agreements with Indian Health Services.

#### **ENVIRONMENTAL PROTECTION AND OVERSIGHT:**

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Provides expert advice and assistance to tribal governments on matters relating to the development, execution, and oversight of adequate environmental protection plans and programs including the development and review of proposals for CWA Section 319 – Non-point Source Pollution Control Program, CWA Section 106 – Water Pollution Control Program, CWA Section 104(b)(3) – Wetlands Program Development, CWA 303/401 Water Quality Standard and Certifications, Performance Partnership Grants (PPG), Special Appropriation grants and Water/Wastewater Infrastructure projects.

Reviews, analyzes, and recommends modifications of plans developed by tribes to implement various provisions of the CWA Section 518 –Wastewater Infrastructure; CWA Section 106 – Water Pollution Control Program and Section 319 – Non-point Source Pollution Control Program, including Non-point Source Assessment Reports and Management Plans and Watershed-Based Plans. Develops and analyzes related water quality data, funding history and environmental results; and prepares reports and briefings related to the development, implementation, and results for tribal CWA programs. Provide expert advice and oversight to Tribes on matters relating to the development, execution and monitoring of adequate CWA programs and water quality data collection, analysis and assessment.

## **INTERNAL CONTROLS**

Establishes and maintains effective tracking systems and administrative controls to safeguard resources, assure the accuracy and reliability of its information, assure adherence to applicable laws, regulations and policies, and promote operational economy and efficiency for the following programs:

CWA Section 106 – Water Pollution Control Program,  
CWA Section 319 – Non-point Source Pollution Control Program,  
CWA Section 104 (b) (3) – Wetlands Program,  
Performance Partnership Grants (PPGs),  
Water/Wastewater Infrastructure Program; and  
Special Appropriation grants.

## **PLANNING**

Develops and implements plans, tools, and procedures for accomplishing organizational goals and objectives. Proposes and implements strategies, recommendations, and specific actions to effectively achieve identified CWA goals and objectives. Evaluates future trends and identifies resources which will be necessary for future program accomplishments. Identifies and evaluates prospective problem areas and proposes solutions and alternatives for circumventing or surmounting such problems. Identifies and specifies requirements for progress reporting, key evaluation points, milestones, internal/external coordination, administrative support and technical support.

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## **POLICY DEVELOPMENT**

Develops and evaluates national policy options. Formulates and administers plans and policies to meet program objectives and/or meets with policy-makers and assists them in formulating policy in sensitive and difficult areas. Coordinates with EPA Region 9 offices and federal, state, and tribal agencies, as appropriate, in order to study, evaluate, and implement alternative or supplemental measures and program options. Coordinates development of special projects to evaluate options or impacts of possible policy directions and develops schedules for evaluation of policy options.

## **PROGRAM MANAGEMENT**

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Provides advice and guidance to internal staff, managers and tribes in developing and implementing water quality protection and monitoring programs (CWA 106, 319, 104, 303/401, 518). Provides expert advice to EPA Headquarters and carries out assignments essential to development of national strategies, policy and interagency responsibilities and working relationships for achieving objectives. Actively participates in briefing with EPA senior staff and other federal agencies in developing CWA programs and achieving water pollution control goals and objectives. Actively participates in the development of regional or national strategy,

guidance and policy development and implementation. Represent the Region on appropriate regional and national committees and workgroups for implementing the Agency's programs.

Participates in meetings and conferences with regional, tribal, other federal, state, municipal, industrial, and other representatives concerned or interested in water quality protection for the purpose of exchanging information, review or recommending specific actions, obtaining agreements or actions, and negotiating regional positions especially on complex and controversial matters. Provides innovative approaches and solutions to problems encountered in the implementing water quality programs' regulations and associated policies and guidelines. Responsible for developing position documents, technical reports, and issues papers encompassing relevant findings and recommendations and/or conclusions by various study groups on technical, and institutional impacts of water quality programs regulations, including changes necessary for effective implementation of these regulations.

**FACTOR EVALUATION STATEMENT (FES) FACTORS:**

1. **KNOWLEDGE REQUIRED BY THE POSITION, Level 1-8, 1550 points**
  - a. Mastery of the principles, practices, and theories of grants management and EPA grant guidelines and regulations to serve as an authority in identifying, defining, and resolving critical problems in the design of grants/Performance Partnership Grants (PPGs) and applying new developments in making decisions and recommendations which significantly change, interpret, or develop important grant relationships between EPA and tribes. As well as, mastery of the principles, practices, theories of environmental engineering (~~e.g. chemistry, physics, hydrology, etc.~~) as they apply to CWA programs.

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**OTHER KNOWLEDGE AND SKILLS REQUIRED**

- b. Excellent oral and written communication skills needed to coordinate with peers within the office on various projects participate in outreach efforts to tribes; provide training to peers and tribes, and work with EPA HQ and federal, state and local agencies. Sensitivity to minority issues and cultural issues is critical.
- c. Knowledge of EPA Clean Water Act (CWA) programs and grants with emphasis on CWA Section 106 – Water Pollution Control and Section 319 – Non-point Source Pollution Control Program, Wetlands 104(b)(3), Standards and Certifications 303/401 and Water/Wastewater Infrastructure. This knowledge allows the incumbent to serve as an authority in identifying, defining and resolving critical problems in the specialty area and applying new developments in making decision and recommendations which significantly change, interpret or develop important tribal programs.
- d. Demonstrated analytical skills required for assessment of problems, project design, compilation and analysis of information, and design of new programs and tools.
- e. Ability to communicate effectively, orally and in writing, with a varied audience (Federal, State, Tribal) on both technical and non-technical subjects related to the CWA and other Federal requirements (i.e. NEPA, SHPO etc.)
- f. Ability to assess the adequacy of plans and designs for the construction or improvement of wastewater treatment facilities.

- g. Ability to evaluate application of wastewater treatment process in order to provide recommendations and advice to tribes on options in addressing wastewater needs.

**2. SUPERVISORY CONTROLS, Level 2-4, 450 points**

The employee works under minimal supervision, with assignments given in terms of the general emphasis area, overall goals, and available resources. The employee, in consultation with the supervisor, develops general objectives, projects, work to be done, and deadlines. The employee, having acquired expertise in a specialty, is responsible for planning and executing assignments, selecting appropriate techniques and methodology, and determining approach to be taken. The employee is expected to resolve most of the conflicts that arise and coordinate work with others as necessary. The employee interprets and applies program policy and keeps the supervisor informed of progress, potentially controversial problems of concern, or matters having far-reaching complications. Completed work is reviewed for general adequacy in meeting program or project objectives, expected results, and compatibility with other work.

**3. GUIDELINES, Levels 3-4, 450 points**

Guidelines are generally broad and nonspecific. Employee is required to use resourcefulness and perception based on experienced judgment to deviate from or extend traditional practices, methods and techniques; to adapt general guidance; or to resolve situations where precedents are not available or appropriate.

**4. COMPLEXITY, Level 4-5, 325 points**

Assignments include a broad range of duties involving substantial depth and breadth, numerous interrelationships, many complex features or variables, and often new theories or methodologies; involve synthesizing national goals, objectives, and priorities into regional applications; or involve developing materials to supplement and interpret EPA HQ guidelines. The work requires originating new techniques, establishing criteria or developing new information. Consideration must be given to political and environmental situations within a tribe or state, such as jurisdictional rights between federal governments, tribes, states and other parties.

**5. SCOPE AND EFFECT, Level 5-5, 325 points**

The purpose of the work is to serve as a technical authority and to provide the guidance and leadership to develop essentially new or significantly improved techniques in order to devise solutions to problems that may involve delicate coordination negotiation of major consequence. Efforts affect policy or other decisions, the work of other technical authorities, or major aspects of EPA programs.

**6. PURPOSE AND CONTACT, Level 7-3, 120 points**

Contacts are for purposes of collecting and exchanging information, providing consultation on problems, defending the proposed approaches, negotiating settlement of differences and resolving problem areas or controversial issues.

**7. PHYSICAL DEMANDS, Level 8-15, 5 points**

The work is primarily sedentary in nature.

**8. WORK ENVIRONMENT, Level 9-1, 5 points**

Work is generally performed in an office environment with some travel to attend meetings, trainings, or conferences. Some field visits may also be necessary.

April 2013

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## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

| Employee Information |                         | Percentage of Time Spent on Extramural Resources Management |  |
|----------------------|-------------------------|---|--|
| Name                 | JONES, NANCY SOCKABASIN |   | This position has no extramural resources management responsibilities.   |
| Position Number      | PD #                    |   | Total extramural resources management duties occupy less than 25% of time.   |
| Title                | Environmental Engineer  |   | Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.    |
| Series/Grade         | GS-0819-13              | XX  | Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description. |
| Organization         | 909210000 Dept. 3714    |   |  |

When this checklist is used as an amendment to a position description, the following signatures are required:

|                                  |      |           |
|----------------------------------|------|-----------|
| Supervisor's Signature           | Date | 4/24/2013 |
| Personnel Specialist's Signature | Date |           |

### Part 1. Contracts Management Duties

|                    |  |   |  |
|--------------------|--|---|--|
|                    |  | X   | Monitors management and performance of           |
| <b>Pre-award:</b>  |  |   | delivery orders/work assignments after award     |
|                    | Plans Procurements   | X   | Defines scope of work for work assignments       |
|                    | Estimates Costs  | X   | Approves payment requests of ACH drawdowns       |
|                    | Obtains funding commitments  | X   | Manages cost-reimbursement contracts             |
| X                  | Prepares procurement requests  | X   | Reviews invoices                                 |
| X                  | Writes statements of work  |   | Inspects and accepts deliverables                |
| X                  | Reviews statements of work   |   | Other (list): Manages staff with                 |
|                    | Processes unsolicited proposals  |   | COR responsibilities.                            |
| X                  | Responds to pre-award inquiries  |   |  |
|                    | Participates in pre-award conferences  |   | <b>Close-out:</b>                                |
| X                  | Conducts technical evaluation of proposals   | X   | Writes reports on contractor performance, costs, |
| X                  | Participates in debriefing/protests  |   | and tasks performed                              |
|                    | Other (list): Manages staff with   | X   | Reconciles payments with work performance        |
|                    | COR responsibilities.  | X   | Closes-out payments                              |
|                    |  | X   | Performs cost accounting                         |
| <b>Post-award:</b> |  | X   | Provides assistance to Contracting Officer in    |
| X                  | Prepares delivery orders   |   | settling claims                                  |
| X                  | Reviews contractor work plans  |   | Other (list): Manages staff with                 |
| X                  | Reviews contractor progress reports  |   | COR responsibilities.                            |
| X                  | Monitors government-furnished property   | <b>Percentage of Time Spent on Contracts Management</b> |  |
| X                  | Monitors cost, management, and overall technical performance of contract after award | <5  | %  |

Continued

|   |  |   |   |
|---|--|---|---|
| <b>Part 2. Grants/Cooperative Agreements Duties</b> |  | <b>X</b>  | Advises Grants Management Office of potential problems/issues   |
| <b>Pre-application/Application:</b>                 |  | <b>X</b>  | Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions      |
| <b>X</b>  | Prepares solicitation for proposals  | <b>X</b>  | Approves payments requests or ACH drawdowns   |
| <b>X</b>  | Identifies potential grantees for area of program emphasis   | <b>X</b>  | Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office |
| <b>X</b>  | Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.) | <b>X</b>  | Negotiates amendments   |
| <b>X</b>  | Provides administrative information to applicants  | <b>NA</b>   | Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)                                  |
| <b>X</b>  | Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant                          | <b>X</b>  | When necessary, recommends termination of the agreement   |
| <b>X</b>  | Assists applicant in resolving issues in application   | <b>X</b>  | Resolves with Grants Management Office administrative and financial issues  |
| <b>X</b>  | For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement   | <b>X</b>  | Conducts periodic reviews to ensure compliance with agreement   |
| <b>X</b>  | Negotiates level of funding  |   | Other (list): ): <b>Manages staff with grants project officer responsibilities.</b>                                 |
| <b>X</b>  | Conducts site visits to evaluate program capability  | <b>Close-out:</b>   |   |
| <b>X</b>  | Serves as resource to Selection Panel  | <b>X</b>  | Certifies deliverables were satisfactory and timely   |
| <b>X</b>  | Inform applicants of funding decisions   | <b>X</b>  | Provides assistance to recipients and Grants Management Office to ensure timely close-out                           |
|   | Other (list): ): <b>Manages staff with grants project officer responsibilities.</b>  | <b>X</b>  | Reconciles payment with work performed  |
| <b>Award:</b>                                       |  | <b>X</b>  | Notifies recipient of close-out requirements  |
| <b>X</b>  | Prepares funding package, including Decision Memorandum  | <b>X</b>  | Obtains legal assistance if necessary to resolve incomplete close-out   |
| <b>X</b>  | Obtains concurrences/approvals   | <b>X</b>  | If project is audited; responds to issues and ensures recipient complies with audit recommendations                 |
| <b>X</b>  | Reviews/concurs in completed document  |   | Other (list): ): <b>Manages staff with grants project officer responsibilities.</b>                                 |
| <b>X</b>  | Establishes project file   |   |   |
|   | Other (list): ): <b>Manages staff with grants project officer responsibilities.</b>  |   |   |
| <b>Project Management/Administration:</b>           |  |   |   |
| <b>X</b>  | Monitors recipient's activities and progress   |   |   |
| <b>X</b>  | Reviews reports and deliverables and notifies recipient of comments  |   | <b>&gt;50 %</b>   |
| <b>X</b>  | Provides technical assistance to recipients  |   |   |
| <b>Part 3. Interagency Agreements Duties</b>        |  |   |   |
| <b>Pre-Agreement:</b>                               |  | <b>X</b>  | Monitors cost management and overall technical performance  |
| <b>X</b>  | Plans and negotiates work effort   | <b>X</b>  | Participates in decisions about project modification/termination  |
| <b>X</b>  | Estimates costs  | <b>NA</b>   | Conducts periodic review of Superfund State   |
| <b>X</b>  | Obtains funding commitments  | <b>NA</b>   | Contracts payments receipts (Superfund only)  |
| <b>X</b>  | Prepares commitment notice   | <b>X</b>  | Inspects and accepts deliverables   |
| <b>X</b>  | Writes or reviews scope of work  |   | Other (list): ): <b>Manages staff with IA responsibilities.</b>   |
| <b>X</b>  | Responds to pre-agreement inquiries  |   |   |
| <b>X</b>  | Participates in pre-agreement conferences  | <b>Close-out:</b>   |   |
| <b>X</b>  | Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)  | <b>X</b>  | Reviews final report  |
| <b>NA</b>   | Negotiates and ensures execution of Superfund State Contracts (Superfund only)   | <b>X</b>  | Decides on disbursement of equipment  |
| <b>X</b>  | Performs technical evaluation of work plan and budget  | <b>X</b>  | Reconciles payments with work performed   |
| <b>X</b>  | Prepares funding package and obtains necessary concurrences  | <b>NA</b>   | Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)                                     |
|   | Other (list): ): <b>Manages staff with IA responsibilities.</b>  | <b>X</b>  | Certifies deliverables  |
|   |  | <b>X</b>  | Resolves close-out issues with Grants Management Office/other agency  |
|   |  |   | Other (list): ): <b>Manages staff with some IA responsibilities.</b>  |
| <b>Project Management/Administration:</b>           |  |   |   |
| <b>X</b>  | Reviews progress reports/financial reports   | <b>Percentage of Time Spent on Interagency Agreements Management:</b> |   |
|   |  | <b>&lt; 25%</b>   |   |